

**INSTRUCTIONS FOR PLANNING AND ZONING FOR 2006 FOR LOT  
DEVELOPMENT PLANS**

4 COPIES OF A DETAILED SITE PLAN

EROSION CONTROL BOND (must be approved by the Town Engineer)

HEALTH APPROVAL from Weston Westport Health District

FEE: \$130.

The above must be submitted to the Planning & Zoning office Tuesday before the Monday night meeting by 12 noon. The lot development plan will be received at the first meeting and a site walk will be scheduled and then approval at the second meeting, if all goes well.

Meeting dated:

1/9

1/23

2/6

2/27

3/6

3/20

4/3

4/17

5/11

6/5

6/19

7/10

7/24

recess in August

9/11

9/25

10/3

10/16

11/6

11/20

12/4

12/18

## STAKING STANDARDS

As part of the review process of a project before the Planning & Zoning Commission, the Commissioners will visit the site to observe the proposed property or site improvements. In order to insure that the Commissioners have the best opportunity to observe the extent of the property or proposed improvements, it is imperative that the Applicant place wooden stakes indicating the extent and location of the proposed improvements as shown on the plans which accompany the application.

The following is the recommended standard for staking the subject property and/or proposed site improvements.

## CLEARLY MARKED LOT IDENTIFICATION

### MATERIALS:

Wooden stake or lathe shall be a minimum 36" long, 1 3/4" wide and 1/4" thick, with at least 1 smooth side so that it may be written on. The stake shall be installed at the appropriate location of the improvements so that a minimum of 30" extends above ground.

Colored ribbons to be tied on the wooden stakes shall be standard surveyors flagging. The corresponding colors to proposed improvements shall be installed in accordance with Section 2.4.8 of the Town of Weston Subdivision Regulations, as follows:

Driveway/Road: Orange. Staking shall be placed at 50' intervals along the centerline of the roadway or common drive. The roadway station which corresponds to the proposed plans shall be indicated on the stake (i.e. Sta. 10+00).

Houses, detached garages, misc. structures: Yellow, staking shall be placed at each of the corners of the proposed house or addition. House corners shall be indicated on the staking to best describe their location (i.e. Northeast house cor.),

Septic systems: Blue. Staking shall be placed at each of the corners of the proposed leaching area and reserve septic area. Septic system corners shall be indicated on the staking to best describe their location (i.e. Southeast cor. primary septic area)

Limits of Wetland, Floodplain: Red, when possible it is appropriate for a soil scientist to place the red flagging on existing vegetation along the limits of the wetland. However, where there is no existing vegetation or in the instance of a floodplain stakes and flagging shall be placed at intervals that best represent the limits of the wetland or floodplain. Wetland flags should be numbered for identification on site plans.

Remember it is in the Applicant's best interest to be as thorough as possible when staking their property or site improvement so that the Commissioners are able to properly assess the proposed activity which will allow the applicant to move through the approval process expeditiously.

## **MEMORANDUM**

**TO:** Lot Development Applicants

**FROM:** Town of Weston Planning and Zoning Commission

**DATE:** January 5, 2005

**RE:** Lot Development Application Plot Plan Requirements

Each plot plan submitted to the Weston Planning and Zoning Commission in connection with an application for lot development must conform to each of the following minimum requirements (s. 410.2):

1. Be signed, dated and certified as being "substantially correct" by a registered land surveyor to the "Weston Planning and Zoning Commission".
2. Be clearly entitled "Plot Plan of [address of property] Weston, Connecticut".
3. Show the entire lot and all dimensions thereof.
4. Be drawn to a reasonable scale. All text must be in uppercase block lettering and in 14-point type.
5. Indicate 'north' and include a "vicinity map" showing all surrounding public and private roads and major streams, rivers or bodies of water,
6. Indicate the names of all adjacent lot owners.
7. Include a statement of (i) the applicable Minimum Lot Area pursuant to s. 321.3, and (ii) the actual lot area less (A) any portion of the lot (a) reserved for or used as a road, right-of-way or access way, (b) subject to easements prohibiting building or structures within such easement, and (c) subject to an exclusive easement other than drainage easements, and less (B) 80% of any portion of such lot that is under water or defined as "very poorly drained", pursuant to s. 311.4
8. Include a statement of (i) the Maximum Allowable Height pursuant to s. 321. 7 and (ii) the actual height of each proposed structure measured pursuant to the regulations.
9. Include a statement of (i) the Required Frontage pursuant to section 321.4 and (ii) the actual frontage.
10. Include a statement of (i) the Maximum Building Coverage pursuant to s. 321.6 and (ii) the actual building coverage (as proposed).
11. Include a statement of the (i) number of bedrooms in, and (ii) the total square footage of the livable floor space of any existing or proposed structure

12. Show the foundation of any proposed structure (or any existing structure that shall remain) and any overhanging or projecting features such as porches, breezeways, bay windows, and terraces.
13. Setback lines (from the property lines and from watercourses (pursuant to s. 321.5 and 312.7)) shall be shown and clearly labeled.
14. Show existing and proposed contours of the land, any wetlands, streams or rivers and any other pertinent features affecting runoff or drainage.
15. Show the proposed location and nature of any septic facilities or a statement that there shall be no septic facilities on the property
16. Show the proposed location of any wellhead or a statement that there shall be no wellhead on the property
17. Show the proposed location and nature of any drainage facilities
18. Show any existing or proposed driveways and walkways and their width at the narrowest point.
19. Show any existing or proposed easements, rights of way or other encumbrances which can be plotted together with any evidence of encroachments and include a statement regarding the nature of each or the absence thereof.
20. Show any existing or proposed above-ground utilities (such as poles, wires, and transformer boxes) or include a statement that no utilities shall be above-ground.
21. Show any existing or proposed walls, fences and the height of any such walls and fences at their highest point.
22. Show the location of all existing or proposed swimming pools and tennis or other playing courts and any screening material associated therewith.
23. Show all pertinent existing or proposed landscaping.
24. Show the existing or proposed access to a public road (including a measurement of the width of any curb cut) and stating the name of such road. In the event any columns or other structures exist or are proposed along a driveway, the plot plan shall include a measurement of the narrowest point between them.
25. For corner lots, an "Intersection Visibility Line" shall be drawn (and clearly labeled) pursuant to Section 312.6 and all structures of any kind and all trees having branches lower than six feet within the triangle formed by the line shall be noted.
26. The principal structure must be clearly demonstrated to be positioned such that no part lies at a point where the lot width is less than 170 feet (s. 321.4)
27. A plot plan may include information required for other commissions and agencies provided such inclusions do not unreasonably interfere with its legibility.
28. No plot plan may be more than ten (10) years old.